

Charleston District Office

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Congressman Tim Scott

South Carolina First Congressional District

How Can I Get Help With Obtaining my Military Records?

As with all other inquiries to federal agencies, the Federal Privacy Act requires that the constituent provide to me a written, signed privacy authorization detailing what you are requesting that agency to provide to me. If you have access to the Internet, you can find a form for this purpose on my website at www.timscott.house.gov and click on Serving You, then select Help with Federal Agencies. If you do not have access to the Internet, we can mail one to you or you can pick one up at either of my District Offices shown above.

Inquiry Process

After a period of time following discharge from the military, records for every member are transferred to the National Archives and Records Administration's National Personnel Records Center in St. Louis, MO (<http://www.archives.gov/veterans/>). Until recently, paper records were stored in a huge warehouse. Needless to say, there are millions of records and the process of locating and copying these files is very labor intensive. Consequently, when an individual makes a request directly to NPRC, it can take several months to receive the requested records. Experience shows that most such requests through a Congressional Inquiry take at least six to eight weeks or longer.

If the requested records cannot be located in the member's personnel folder, the only other means of locating specific records will be through a request to NPRC to do a search of the military unit which would have generated the needed document(s). In order to make such a request, you will need to supply detailed information regarding the unit to which you were attached at the time, as well as the hospital, clinic or other military unit involved. A Standard Form, SF-180 (<http://www.archives.gov/research/order/standard-form-180.pdf>) can be found online or you can supply the needed information in a format of your choosing. An inquiry of this nature can take considerably longer.

Once the records or other response is received, my staff will contact you with the results.